



## Recommendation for Action

**File #:** 20-3262, **Agenda Item #:** 31.

11/12/2020

### **Posting Language**

Authorize award of a multi-term contract with American Minority Business Forms, Inc. D/B/A American Diversity, to provide printed forms, for up to five years for a total contract amount not to exceed \$642,500.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9D Minority Owned and Women Owned Business Enterprise Procurement Program. For the goods required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

### **Lead Department**

Purchasing Office.

### **Client Department(s)**

All City Departments.

### **Fiscal Note**

Funding in the amount of \$107,083 is available in the Fiscal Year 2020-2021 Operating Budget of various City departments. Funding for the remaining contract term is contingent upon available funding in future budgets.

### **Purchasing Language:**

The Purchasing Office issued an Invitation for Bids (IFB) 8700 APC1004REBID1 for these goods. The solicitation issued on July 20, 2020 and it closed on August 4, 2020. Of the four offers received, the recommended contractor submitted the lowest responsive offer. A complete solicitation package, including a tabulation of the bids received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=134647)  
<[https://www.austintexas.gov/financeonline/account\\_services/solicitation/solicitation\\_details.cfm?sid=134647](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=134647)>.

### **For More Information:**

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or [AgendaOffice@austintexas.gov](mailto:AgendaOffice@austintexas.gov) <<mailto:AgendaOffice@austintexas.gov>>

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Annie Atwood, at 512-974-2670 or [Annie.atwood@austintexas.gov](mailto:Annie.atwood@austintexas.gov) <<mailto:Annie.atwood@austintexas.gov>>.

### **Council Committee, Boards and Commission Action:**

October 14, 2020 - Recommended by the Water and Wastewater Commission on a 9-0 vote, with Commissioner Turrieta absent.

### **Additional Backup Information:**

The contract will provide for the production of printed forms for various City departments. City departments utilization includes financial receipts, petty cash reimbursements, mileage reimbursements and return address

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envelopes for City correspondence, as well as forms for Austin Police Department including Assault Victim Statements, Chain of Custody (records evidence data) and Pawn Shop Records (to record vital data of pawn shop items).

The recommended contractor is the current provider for these services and is certified as a National Women's Business Enterprise through the Women's Business Enterprise National Council. This contract is needed to provide best pricing and availability as well as ensuring quality and consistency of the City's record and data collection.

If the City is unable to secure a contract, the departments will be forced to procure these printed forms on an as needed basis which may result in higher prices and delays in production.

**Contract Detail:**

| <b><u>Contract Term</u></b> | <b><u>Length of Term</u></b> | <b><u>Contract Authorization</u></b> |
|-----------------------------|------------------------------|--------------------------------------|
| Initial Term                | 3 yrs.                       | \$385,500                            |
| Optional Extension 1        | 1 yr.                        | \$128,500                            |
| Optional Extension 2        | 1 yr.                        | \$128,500                            |
| <b>TOTALS</b>               | <b>5 yrs.</b>                | <b>\$642,500</b>                     |

**Note:** Contract Authorization amounts are based on the City's estimated annual usage.

**Strategic Outcome(s):**

Government That Works for All.